

# Position descriptions, vacancy notices and classification evaluations for the National Judicial Registrar roles that Claire Gitsham and Matthew Benter were successfully selected to fill

[Marcus](#) made this Freedom of Information request to [Federal Court of Australia](#)

**Follow**

1 follower

The request was **refused** by [Federal Court of Australia](#).

Marcus **May 07, 2022**

**Delivered**

Dear Federal Court of Australia,

Under the FOI Act I request access to the following documents:

- a) the position description for the National Judicial Registrar role that Claire Gitsham applied for and succeeded in being selected to fill;
- b) the classification evaluation for the National Judicial Registrar role that Claire Gitsham applied for and succeeded in being selected to fill;
- c) the vacancy notice for the National Judicial Registrar role, published in the Public Service Gazette or elsewhere, that Claire Gitsham applied for and succeeded in being selected to fill;
- d) the position description for the National Judicial Registrar role that Matthew Benter applied for and succeeded in being selected to fill;
- e) the classification evaluation for the National Judicial Registrar role that Matthew Benter applied for and succeeded in being selected to fill; and
- f) the vacancy notice for the National Judicial Registrar role, published in the Public Service Gazette or elsewhere, that Matthew Benter applied for and succeeded in being selected to fill.

Yours faithfully,

Marcus

External FOI, Federal Court of Australia **May 11, 2022**

**1 Attachment**

2022 05 11 Acknowledgement Marcus 3.pdf

136K [Download](#) [View as HTML](#)

OFFICIAL

Dear Marcus

Please find attached correspondence from the Federal Court of Australia.

Kind regards

FOI Officer

Federal Court of Australia

**show quoted sections**

External FOI, Federal Court of Australia **May 23, 2022**

**1 Attachment**

2022 05 23 Acknowledgement letter Marcus 4.pdf

136K [Download](#) [View as HTML](#)

OFFICIAL

Dear Marcus

Please find attached correspondence from the Federal Court of Australia.

Kind regards

FOI Officer

Federal Court of Australia

**show quoted sections**

External FOI, Federal Court of Australia **June 06, 2022**

## 1 Attachment

2022 06 06 FOI Decision Marcus 4.pdf

214K [Download](#) [View as HTML](#)

OFFICIAL

Dear Marcus

Please find attached correspondence from the Federal Court of Australia.

Kind regards

FOI Officer

Federal Court of Australia

**show quoted sections**

Marcus June 08, 2022

**Delivered**

Dear Ms Hammerton Cole,

Please pass this on to the person who conducts Freedom of Information reviews.

I am writing to request an internal review of Federal Court of Australia's handling of my FOI request 'Position descriptions, vacancy notices and classification evaluations for the National Judicial Registrar roles that Claire Gitsham and Matthew Benter were successfully selected to fill'.

I would like a complete review of your decision.

The documents you claim to have provided in response to my request are not the documents that I requested. I did not ask for any Executive Level 2 "Judicial Registrar" position descriptions. I did not ask for an Executive Level 2 "Judicial Registrar" Gazette Notice. I did not ask for the Gazette notice for an SES Band 1 "National Judicial Registrar & District Registrar" roles, each of which, I might add, were filled by Tim Luxton, Murray Belcher and Russell Trott, respectively. I did not ask for the position description for an SES Band 1 "National Judicial Registrar & District Registrar" roles, each of which, I might add, were filled by Tim Luxton, Murray Belcher and Russell Trott, respectively.

What kind of idiot do you take me for?

I also want access to the classification evaluations for the National Judicial Registrar roles that Claire Gitsham and Matthew Benter each applied for and succeeded in being selected to fill.

A full history of my FOI request and all correspondence is available on the Internet at this address: <https://>

[www.righttoknow.org.au/request/p...](https://www.righttoknow.org.au/request/p...) ([https://web.archive.org/web/20221109210043/https://www.righttoknow.org.au/request/position\\_descriptions\\_vacancy\\_no](https://web.archive.org/web/20221109210043/https://www.righttoknow.org.au/request/position_descriptions_vacancy_no))

Yours faithfully,

Marcus

External FOI, Federal Court of Australia **June 16, 2022**

OFFICIAL

Dear Marcus

I acknowledge receipt of your request below for an internal review of the decision made by Registrar Hammerton Cole on behalf of the Federal Court of Australia and dated 6 June 2022.

Kind regards

FOI Officer

Federal Court of Australia

**show quoted sections**

External FOI, Federal Court of Australia **July 08, 2022**

**1 Attachment**

Marcus 8 July 2022.pdf

150K **Download View as HTML**

OFFICIAL

Dear Marcus

Please find attached correspondence from the Federal Court of Australia.

Kind regards

FOI Officer

Federal Court of Australia

**show quoted sections**



**FEDERAL COURT OF AUSTRALIA  
REGISTRY**

COMMONWEALTH LAW COURTS  
3 ANGAS STREET  
ADELAIDE SA 5000

GPO BOX 1350  
ADELAIDE SA 5001

8 July 2022

Marcus  
Right to Know

By email: [foi+request-8865-0e22c4bb@righttoknow.org.au](mailto:foi+request-8865-0e22c4bb@righttoknow.org.au)

Dear Marcus

**Request for an internal review under the Freedom of Information Act**

I refer to your email correspondence of 8 June 2022 (10:57PM) seeking an internal review of the decision made on 6 June 2022.

**Authorised decision-maker**

I am authorised to make a decision on behalf of the Federal Court of Australia (**Court**) in relation to your internal review request. In conducting the internal review, I acknowledge that an internal review is a merit review process and that I am required to bring a fresh, independent and impartial mind to the review.

**Material taken into Account**

In making my decision on internal review, I have considered the following material:

- your FOI request received on 7 May 2022 (4:43PM) (**FOI request**);
- the decision letter to you dated 6 June 2022;
- your request for internal review received on 8 June 2022 (10:57PM) (**review request**);
- the documents identified by the decision letter dated 6 June 2022 as falling within the scope of your request;
- the records of the searches conducted by Court staff;
- the *Freedom of Information Act 1982* (Cth) (**FOI Act**); and
- the guidelines issued by the Australian Information Commissioner under section 93A of the FOI Act (**FOI Guidelines**).

## **Decision on Internal Review**

I have reviewed the decision of 6 June 2022 in relation to the documents described in items (a) to (f) of the FOI request. That decision identified documents within the scope of your request. However, I am of the view that the documents identified are not within scope. I am satisfied that all reasonable steps have been taken to find the documents you have requested, but the documents cannot be found or do not exist (see s 24A(1) of the FOI Act). I therefore refuse your access request.

Prior to the decision made on 6 June 2022, extensive searches were undertaken by staff of the Court to identify any documents falling within the scope of your request. I have reviewed these searches and spoken to Court personnel who were involved in this process. The process for undertaking the searches involved consultations with senior staff of the Court, searches of the Court's human resources and recruitment inboxes, searches of staff emails, as well as searches of the Court's human resources shared drive, the Court's electronic documents, records management and information systems. The searches utilised key words based on Court staff's knowledge of document titling practices in the Court. Staff engaged in extensive consultations to determine appropriate key word searches by reference to the description of the documents in your FOI request.

I am satisfied that the searches undertaken were thorough and comprehensive. I do not believe any further reasonable search or enquiry could find the documents you seek access to. I am satisfied that no documents exist or they cannot be found.

## **Your review rights**

If you are dissatisfied with my decision, under section 54L of the FOI Act you may apply to the Australian Information Commissioner for review. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter.

More information about Information Commissioner review is available on the Office of the Australian Information Commissioner website. Go to [Information Commissioner review - Home \(oaic.gov.au\)](https://www.oaic.gov.au/information-commissioner/review)

## **Complaints**

If you are dissatisfied with the way the Court has handled your FOI request, you may complain to the Information Commissioner in writing. There is no fee for making a complaint.

More information about making a complaint is available on the OAIC website, including a link to the online complaints form which the OAIC recommends using for complaints. Go to [Make an FOI complaint - Home \(oaic.gov.au\)](https://www.oaic.gov.au/foi-complaints)

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Nicola', with a long horizontal flourish extending to the right.

**Nicola Colbran**  
**National Judicial Registrar &**  
**District Registrar**



**FEDERAL COURT OF AUSTRALIA  
PRINCIPAL REGISTRY**

LEVEL 16  
LAW COURTS BUILDING  
QUEENS SQUARE  
SYDNEY NSW 2000

6 June 2022

Marcus  
Right to Know

By email: [foi+request-8865-0e22c4bb@righttoknow.org.au](mailto:foi+request-8865-0e22c4bb@righttoknow.org.au)

Dear Marcus,

**Request under the Freedom of Information Act**

I refer to your email to the Federal Court of Australia (**Court**) dated 7 May 2022 requesting access to documents under the *Freedom of Information Act 1982* (Cth) (**FOI Act**). Specifically, you have requested the following:

*Under the FOI Act I request access to the following documents:*

- a) the position description for the National Judicial Registrar role that Claire Gitsham applied for and succeeded in being selected to fill;*
- b) the classification evaluation for the National Judicial Registrar role that Claire Gitsham applied for and succeeded in being selected to fill;*
- c) the vacancy notice for the National Judicial Registrar role, published in the Public Service Gazette or elsewhere, that Claire Gitsham applied for and succeeded in being selected to fill;*
- d) the position description for the National Judicial Registrar role that Matthew Benter applied for and succeeded in being selected to fill;*
- e) the classification evaluation for the National Judicial Registrar role that Matthew Benter applied for and succeeded in being selected to fill; and*
- f) the vacancy notice for the National Judicial Registrar role, published in the Public Service Gazette or elsewhere, that Matthew Benter applied for and succeeded in being selected to fill.*

**Authorised decision-maker**

I am authorised under section 23 of the FOI Act to make decisions on behalf of the Court in relation to requests made under the FOI Act.



## **Searches undertaken**

Extensive searches were undertaken by staff of the Court to identify any documents falling within the scope of your request. These searches included consultations with senior staff in the Court's People and Culture team, searches of the Court's human resources and recruitment inboxes, searches of staff emails, searches of the human resources shared drive, and searches of the Court's electronic document, records management and information systems. I am not aware of any other steps that could reasonably have been taken to identify the documents you have requested.

As a result of the searches undertaken, five (5) documents were identified as falling within the scope of your request, including gazette notices and position descriptions. The searches undertaken did not identify any classification evaluations.

- Gazette Notice – National Judicial Registrar & District Registrar;
- Gazette Notice – Judicial Registrar;
- Position Description – National Judicial Registrar & District Registrar;
- Position Description – National Judicial Registrar;
- Position Description – Judicial Registrar.

## **Decision**

With respect to the parts of your request that seek vacancy notifications and position descriptions, I have decided to grant you access in full to the documents found.

With respect to the parts of your request that seek classification evaluations, I have decided, pursuant to subsection 24A(1) of the FOI Act, to refuse those parts of your request for access to documents as I am satisfied that all reasonable steps have been taken to find the documents you have requested, but the documents cannot be found or do not exist.

I have taken the following into account in making my decision:

- the terms of your request;
- the nature and content of the documents sought by your request;
- the relevant provisions of the FOI Act and relevant case law;
- the *Freedom of Information (Charges) Regulations 2019*; and
- the FOI Guidelines issued by the Office of the Australian Information Commissioner.

## **Reasons for Decision**

### ***Documents that cannot be found or do not exist – subsection 24A(1)***

#### **Classification evaluations**

Subsection 24A(1) of the FOI Act provides:

- (1) An agency or Minister may refuse a request for access to a document if:*  
*(a) all reasonable steps have been taken to find the document; and*  
*(b) the agency or Minister is satisfied that the document:*  
*(i) is in the agency's or Minister's possession but cannot be found; or*  
*(ii) does not exist.*

As mentioned above, extensive searches were undertaken by staff of the Court to identify any documents falling within the scope of your request. I am satisfied that all reasonable steps have been taken to find any classification evaluations within the ambit of your FOI request and that, as a result of the searches undertaken, no documents could be found that fell within those paragraphs of your request. I am not aware of any other steps that could reasonably have been taken to identify the documents you have requested in those paragraphs of your request. As there are no documents to provide to you, I have decided to refuse access to the classification evaluations requested in paragraphs (b) and (e) of your request under subsection 24A(1) of the FOI Act.

### **Access Format**

The five (5) documents to which I have decided to grant you access are listed below:

1. Gazette Notice – National Judicial Registrar & District Registrar;
2. Gazette Notice – Judicial Registrar;
3. Position Description – National Judicial Registrar & District Registrar;
4. Position Description – National Judicial Registrar;
5. Position Description – Judicial Registrar.

I note that each of the documents listed above has already been provided on the Court's disclosure log and are therefore already available to you. I refer you to the following link where you can access those documents: <https://www.fedcourt.gov.au/disclosurelog> (see PA2925-06/35, PA2925-06/31, PA2925-06/30 and PA2925-06/22).

### **Charges**

You have not been charged for the processing of your request.

### **Your Review Rights**

If you are dissatisfied with my decision, you may apply for internal review or to the Information Commissioner for review of those decisions. I encourage you to seek internal review as a first step as it may provide a more rapid resolution of your concerns.

### ***Internal review***

Under section 54 of the FOI Act, you may apply in writing to the Court for an internal review of my decision. The internal review application must be made within 30 days of the date of this letter.

Where possible please attach reasons as to why you believe review of the decision is necessary. The internal review will be carried out by another officer within 30 days.

### ***Information Commissioner review***

Under section 54L of the FOI Act, you may apply to the Australia Information Commissioner to review my decision. An application for review by the Information Commissioner must be made in writing within 60 days of the date of this letter and be lodged in one of the following ways:

online: <https://forms.business.gov.au/aba/oaic/foi-review-/>

email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

post: GPO Box 2999, Canberra ACT 2601

in person: Level 3, 175 Pitt Street, Sydney NSW

More information about the Information Commissioner review is available on the Office of the Australian Information Commissioner (OAIC) website at: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/information-commissioner-review/>.

### **Complaints**

If you are dissatisfied with the way the Court has handled your FOI request, you may complain to the Information Commissioner in writing. There is no fee for making a complaint. More information about making a complaint is available on the OAIC website, including a link to the online complaints form which the OAIC recommends using for complaints, at: <https://www.oaic.gov.au/freedom-of-information/reviews-and-complaints/make-an-foi-complaint>.

Yours sincerely,



C Hammerton Cole  
**Registrar**